**Project Gallery-Halloween Invitation**

**Microsoft Word Document**

Using Project Gallery you are to create a one-page inviation demonstrating your knowledge of word processing. The Halloween Invitation should contain information about your topic informing others who read it. There should be a clear expression of creativity in addition to the information it contains(date, time and location). There should be a short paragraph (3-5 sentences) describing events of your gathering contained in one of the text boxes. **Your poster should catch people’s attention!** Useinteresting (but readable) font.

Use the Rubric below to help you obtain the best grade possible for this assignment:

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| --- | --- | --- | --- | --- |
| **Rubric for performance assessment: Basic understanding of Word using Project Gallery** | | | | |
| **Criteria** | **Level of Mastery** | | | |
| **4** | **3** | **2** | **1** |
| Can utilize Project Gallery to create an **invitation** | **Invitation** can be made without assistance | **Invitation** can be made with minimal assistance | **Invitation** can be made with step by step assistance | Cannot/Does not create **invitation** |
| Can **Save** and **Save** **As** to desktop | Can save to desktop **and** folder created without assistance | Can save to desktop **and** folder created with minimal assistance | Can save to desktop **and** folder created but not both without assistance | Cannot/does not save |
| Manipulate **font** size and color and type/**copy** & **paste** | Can manipulate font size and color and type/copy & paste without assistance | Can manipulate font size and color and type /copy & paste with minimal assistance | Can manipulate font size and color and type/copy & paste with step by step assistance | Cannot /does not manipulate font size and color and type/copy & paste |
| Text Boxes and Images Completed | All text boxes and images completed | Most text boxes and images completed | Some text boxes and images completed | Very few/No text boxes or images completed |